

Library Plan of Service

**California Reading and Literacy Improvement
and Public Library Construction and Renovation
Bond Act of 2000
Grant Application**

**Oxnard Public Library
251 South A Street
Oxnard, CA 93030**

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Executive Summary

The new South Oxnard Branch Library will provide a wide range of services that are specifically designed to meet the identified needs of the residents and kindergarten through twelfth grade students of the south Oxnard area of the city of Oxnard (the library and project service area). These services include traditional services, orientations to the new library for adults, young adults, and children; Internet accessible computers that have word processing and spreadsheet capabilities; print and other materials in English, Spanish, and Tagalog (Filipino); circulation services; reference services; quiet study areas; class visits to the new library; and programs, services, activities, events, and classes for adults, young adults, and children. These services also include non-traditional services: a computer center, a family literacy program, and a homework center.

The computer center will provide Internet accessible computers and computer usage classes to residents and students of the library service area. A joint venture project between the new South Oxnard Branch Library and the Ocean View School District and the Hueneme School District will provide computer-based English as a Second Language (ESL) and computer-based literacy programs for parents, including parents that are migrant and seasonal agricultural workers, of the students that attend the schools in the district. A joint venture project between the new South Oxnard Branch Library and the Hueneme School District will provide teachers and students from the district access to the computer center during school hours. The computer center will specifically meet the needs of the residents of the library service area. Twenty-six percent (26%) of the adult surveys that were completed as part of the community library needs assessment indicate that the individual completing the survey lives in a household that does not have a computer. Of those households that do have a computer, eleven percent (11%) does not have Internet accessibility. Sixty percent (60%) of the adult surveys indicate a need for computer usage classes. The computer center will also specifically meet the needs of the students that attend the schools located in the library service area. Fifty-two percent (52%) of the school surveys completed as part of the community library needs assessment indicate that students want the library to provide computer usage classes for the students that attend schools in the library service area. Thirty-eight percent (38%) of the school surveys indicate that the individual completing the survey does not have access to a computer in their school. Of those that do have access to a computer in their school, four percent (4%) of the school surveys indicate that these computers are not Internet accessible.

The family literacy program--a joint venture project between the Oxnard Public Library, the new South Oxnard Branch Library, the Ocean View School District, the Hueneme School District, Oxnard College, Oxnard Adult School, Laubach Literacy of Ventura County, and local businesses--will provide literacy activities for adults, young adults, and children in a welcoming, relaxing, non-threatening, and friendly environment. The family literacy program will specifically meet the needs of the residents of the library service area. The results of the community library needs assessment indicate that the south Oxnard area is an educationally disadvantaged area. While only 20.92% of the residents (6.99% of the Hispanic residents) in this area have a college degree, 35.81%

of the residents (68.28% of the Hispanic residents) do not have a high school diploma. The results of the community library needs assessment also indicate that the English literacy rates associated with the residents of the library service area are low. An estimated fifty-eight percent (58%) of the residents of the city of Oxnard are not functionally literate according to the 1992 National Adult Literacy Survey. An individual not functionally literate is at a great disadvantage in our society, lacking the full range of economic, social, and personal options available to individuals functioning at higher literacy levels. These individuals are likely to have difficulty with certain reading, writing, and computational skills considered necessary for functioning successfully in everyday life. When compared to the Ventura County figure of thirty-nine percent (39%), the California figure of forty-six percent (46%), and the national figure of forty-nine percent (49%), the figure of 58% for Oxnard residents is even more disturbing. While a specific figure is not available for the library service area, it is estimated that, as with other demographic measurements, the literacy levels of the residents in this area will closely mirror the levels of the residents of the city of Oxnard as a whole. English language comprehension rates associated with these residents are also low. While 58.10% of them communicate in a primary language other than English, 55.43% of this 58.10% feel that they neither speak English "very well" nor communicate "well" in English. Further, while 82.89% of these Hispanic residents have a primary language other than English, 58.32% of this 82.89% feel that they neither speak English "very well" nor communicate "well" in English. The results of the adult Spanish and adult Tagalog (Filipino) surveys completed as part of the community library needs assessment indicate that Hispanic and Asian-American/Pacific Islander residents rank additional English as a Second Language (ESL) materials and literacy classes as top priorities for the new South Oxnard Branch Library. The family literacy program will also specifically meet the needs of the students that attend the schools that are located in the library service area. The 18,030 south Oxnard students are primarily Hispanic (77.1%), 9.1% are white, 8.5% Asian-American/Pacific Islander, 1.8% African-American, and 3.5% other ethnicities. Forty-four percent (44%) of these students are classified as English Learner (EL) students (the majority are Spanish speaking). Further, a large number of these students live in linguistically isolated households (primarily Spanish speaking) or live in households where the individuals communicate in a language other than English (primarily Spanish).

The homework center--a joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District--will provide tutoring and homework assistance services to the students of the library service area. The homework center will specifically meet the needs of students that attend the schools located in the library service area. Forty percent (40%) of the school surveys completed as part of the community library needs assessment indicate that students and other individuals affiliated with the schools want the new library to provide tutoring and homework assistance services for students that attend schools in the library service area.

Mission of the Oxnard Public Library

The Oxnard Public Library is a community-focused teaching and learning organization providing multilingual services, cultural programs, and universal access to information.

Mission Statement

The following is the mission statement of the Oxnard Public Library:

The mission of the Oxnard Public Library is to provide the community equitable and free access to print, multimedia, and electronic information resources needed for full participation in the community and for the enrichment of individual lives.

Core Values

The Oxnard Public Library operates and provides services under the premise of six (6) core values. The following is a list of these core values:

- We believe Oxnard Public Library users are not only our customers; they are the reason our library exists.
- We provide quality customer service with sensitivity and respect for human diversity.
- We value each employee and volunteer as an individual and for his/her contributions to our library.
- We welcome change, constantly reassess our services, and try to see ourselves through our customers' eyes.
- We advocate literacy and free access to library materials as components of lifelong learning.
- We confirm the right of all people to have access to information and knowledge.

Services, Resources, and Events

The Oxnard Public Library accomplishes its mission through a wide range of services, resources, and events. The following is a list of these services, resources, and events:

Services

- Loans of Library Materials

- Information Assistance
- Adult Literacy Tutoring
- Computer Classes
- School Visits
- Research Skills Instruction for Children and Young Adults
- U.S. Passport Application Acceptance Service

Resources

- Materials in English, Spanish, and Asian Languages
- Local History Collection
- Historical Photographic Collection
- Computer center
- 23 Computers Providing Access to the Internet and Popular Programs Including Microsoft Office and Learning Software
- Meeting and Study Rooms
- Children's Activity Room
- Equipment and Books for the Hearing/Sight Challenged
- Oxnard Friends of the Library Gift Shop

Events

- Children's, Young Adult, and Adult Programs Sponsored by the Oxnard Friends of the Library
- Exhibits and Displays
- Guest Authors

Goals and Objectives

The overall purpose of the proposed project is to improve the quality of life for the residents of the south Oxnard area of the city of Oxnard. To successfully accomplish this purpose, the Oxnard Public Library has established goals and objectives for the proposed project as well as service indicators that will allow the Oxnard Public Library staff to measure the success of these goals and objectives.

Goals and Objectives

The following are the goals and objectives for the new South Oxnard Branch Library and for public library services in the south Oxnard area (the library and project service area).

Goal 1: Cooperate and collaborate with the south Oxnard community to determine how the new South Oxnard Branch Library can best meet the library service needs of the community.

The Oxnard Public Library, through the new South Oxnard Branch Library planning committee, conducted a comprehensive community library needs assessment in south Oxnard. The needs assessment gathered a variety of data, information, and input from residents, school districts, school representatives (administrators, teachers, parents, and students), and community organizations that will be served by the new library. The data, information, and input that was gathered was invaluable and was incorporated into the exterior and interior design of the new library building, the library plan of service for the new library, and this application for state funds for the construction of the new library. The success of the community library needs assessment process has resulted in the Oxnard Public Library instituting processes at the new library that will allow for ongoing feedback about the new library and its materials and services from residents, school districts, school representatives (administrators, teachers, parents, and students), and community organizations that will be served by the new library.

Objective 1.1: Solicit feedback and opinions from stakeholders including: library staff members; library patrons; non-users; school district administrators; school administrators, teachers, students, and parents; and community members and organizations on a regular and continuous basis through community advisory boards, survey distribution, and suggestion boxes.

Objective 1.2: Maintain existing community partnerships with community members, community organizations, and members of community organizations such as the South Oxnard Revitalization Committee, the Oxnard Adult School, the Ocean View School District, the Hueneme School District, El Concilio del Condado de Ventura, and Oxnard Rotary Sunrise.

Objective 1.3: Build new community partnerships with community members, community organizations, and members of community organizations such as literacy skills providers, principals, teachers, parents, students, parent teacher associations, service clubs, and businesses.

Goal 2: Provide accessible library services at locations and times that best meet the library service needs of the south Oxnard community.

The results of the community library needs assessment indicate that the south Oxnard area of the city of Oxnard (the library service area and the project service area) is a community with a large number of residents that work and/or attend school during weekday hours. Many of these residents are unable to visit the library during weekday hours so the need for weeknight and weekend library hours is evident. The results of the surveys completed as part of the community library needs assessment indicate that 61.68% of those completing the surveys want the new South Oxnard Branch Library to be open Monday evenings, 59.86% want Wednesday and Thursday evenings, 59.41% want Tuesday evenings, 54.65% want Saturday afternoons, 45.80% want Saturday evenings, 40.25% want Friday evenings and Saturday mornings, and 32.90% want Sunday evenings. To adequately meet these needs, the new South Oxnard Branch Library will be open on Monday, Tuesday, Wednesday, and Thursday from 9:00 a.m. to 10:00 p.m.; on Friday and Saturday from 9:00 a.m. to 5:30 p.m.; and on Sunday from 1:00 p.m. to 5:00 p.m., which signifies a significant expansion in hours of operation (particularly weeknight and weekend hours) from the current hours of operation at the existing library.

Objective 2.1: Evaluate the need for a larger branch library and increased hours of operation based on community library needs assessment survey responses and library usage statistics.

Objective 2.2: Increase hours of operation at the South Oxnard Branch Library by operating on additional days and at additional times.

Objective 2.3: Build a larger branch library in south Oxnard adjacent to the South Oxnard Community Center.

Goal 3: Serve as a teaching and learning center to meet the educational needs of and improve the functional literacy skills of the south Oxnard community.

The results of the community library needs assessment indicate that the south Oxnard area (the library and project service area) is an educationally disadvantaged area. While only 20.92% of the residents (6.99% of the Hispanic residents) in this area have a college degree, 35.81% of the residents (68.28% of the Hispanic residents) in this area do not have a high school diploma. English literacy rates associated with these residents are low. It is estimated that approximately 58% of the residents of south Oxnard are functionally illiterate. English language comprehension rates associated

with these residents are also low. While 58.10% of these residents communicate in a primary language other than English, 55.43% of this 58.10% feel that they neither speak English “very well” nor communicate “well” in English. Further, while 82.89% of these Hispanic residents communicate in a primary language other than English, 58.32% of this 82.89% feel that they neither speak English “very well” nor communicate “well” in English. There are eighteen (18) high schools, junior high/intermediate schools, and elementary schools located in the library service area. These schools are providing educational services to approximately 18,030 students. Forty-four percent (44%) of these students are classified as English Learner (EL) students--the majority is Spanish speaking. These schools all have on-campus school libraries, with collections ranging from 4,000 to 10,000 items. While these school libraries provide important and much-needed services to their students, they are unable to provide all the needed library services to them. These needed library services are varied, including: weeknight and weekend library hours; quiet study areas such as study rooms and study carrels; Internet accessible computers; computer usage classes; and tutoring and homework assistance services.

Objective 3.1: Promote and facilitate reading and reading activities through library programming and individualized literacy assistance.

Objective 3.2: Advocate and foster computer and electronic information literacy in the community through free and convenient Internet accessible computers and computer usage classes.

Objective 3.3: Advocate and foster functional literacy skills by providing one-to-one adult literacy tutoring through the Oxnard Public Library Literacy Outreach Program.

Objective 3.4: Coordinate with educational services and literacy services providers, such as Oxnard College and Laubach Literacy of Ventura County, to provide space for tutoring and homework assistance services, computer usage classes, and conversational English classes.

Objective 3.5: Develop and implement family literacy programs for both English speaking and Spanish speaking families.

Objective 3.6: Develop and implement intensive English language literacy and comprehension programs for kindergarten through twelfth grade students and their families.

Goal 4: Bridge the delivery of library services between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District.

There are two (2) school districts, four (4) junior high/intermediate schools, and eleven (11) elementary schools that will be participating in joint venture projects with the new South Oxnard Branch Library. These schools all have on-campus school libraries, with

collections ranging from 4,000 to 10,000 items. While these school libraries provide important and much-needed services to their students, they are unable to provide all needed library services, such as: weeknight and weekend library hours; quiet study areas (study rooms and study carrels); Internet accessible computers; computer usage classes; and tutoring and homework assistance services. A large number of students at these schools need weeknight and weekend library hours and quiet study areas, particularly those students who do not have a quiet study area at home. The results of the school surveys completed as part of the community library needs assessment, many of which were completed by students and other individuals affiliated with these schools, indicate that thirty-nine percent (39%) of them want the new South Oxnard Branch Library to provide quiet study areas available to students during weeknight and weekend hours. The results of these surveys also indicate that sixty-three percent (63%) want the new library to provide Internet accessible computers, fifty-two percent (52%) want computer usage classes, and forty percent (40%) want tutoring and homework assistance services.

Objective 4.1: Collaborate with school districts and schools that are located in the library service area.

Objective 4.2: Provide tutoring and homework assistance services during weekday afternoon; weekday evening; and weekend morning, afternoon, and evening hours.

Objective 4.3: Provide quiet study areas, including study carrels, small study rooms, and a large study room.

Objective 4.4: Provide free and convenient access to Internet accessible computers.

Objective 4.5: Provide computer usage classes.

Goal 5: Provide an environment that is welcoming and friendly, which fosters success for library patrons, and that values and respects diversity and differences.

The results of the community library needs assessment indicate that the south Oxnard area (the library and project service area) is an ethnically diverse area with a large Hispanic population (63.1%), a smaller white population (22.2%), a small Asian-American/Pacific Islander population (8.5%), a small African-American population (4.4%), and a small population (1.8%) of residents designating themselves as other ethnicities. The population of the library service area is also young, with 35.07% of the residents being under 20 years of age.

Objective 5.1: Install signage and furnishings that are inviting and conducive to learning.

Objective 5.2: Provide signage, materials, and services in both English and Spanish.

Objective 5.3: Provide materials in both English and Spanish that support the reading levels and informational needs of all community members.

Objective 5.4: Communicate with current library patrons, new users, non-users, and target populations (i.e., migrant and seasonal agricultural workers) in the language of their choice.

Objective 5.5: Encourage and facilitate class visits to the library.

Objective 5.6: Design spaces and install furnishings and assistive technologies that are compatible with the Americans with Disabilities Act.

Goal 6: Provide a print, multimedia, and electronic library collection that reflects the educational, informational, and entertainment needs of the south Oxnard community.

The results of the surveys completed as part of the community library needs assessment indicate that 59.30% want additional children's books, 49.32% want additional adult non-fiction and adult fiction books, 44.90% want additional reference books, 43.88% want additional periodicals, and 40.48% want additional adult and children's Spanish books. The results of the surveys further indicate that 47% of the individuals completing the surveys want music compact discs.

Objective 6.1: Provide materials for all reading levels, including high interest, low vocabulary materials for new adult readers.

Objective 6.2: Provide materials in all formats, including: print, large print, electronic, and multimedia.

Objective 6.3: Update and expand the library collection as the needs and interests of the community change.

Objective 6.4: Maximize library patrons' exposure to and accessibility to materials through effective outreach, advertising, signage, lending policies, and individualized staff assistance.

Objective 6.5: Enhance and support technology-based services and electronic resources.

Goal 7: Expand access to information technology to support learning and research activities of kindergarten through twelfth grade students.

The results of the school surveys completed as part of the community library needs assessment indicate that students and other individuals affiliated with school districts and schools feel that Internet accessible computers, a computer center, computer usage classes, and a homework center should be of the highest priority at the new library. Sixty-three percent (63%) want additional Internet accessible computers, 52.07% want computer usage classes, and 40.76% want a homework center and tutoring and homework assistance services. Further, 38.00% of those completing the school surveys indicate they do not have regular access to a computer at school. Of those that do have regular access to a computer at school, 91.25% do not have access to the Internet. These findings heighten the need for Internet accessible computers, a computer center, and computer usage classes. The results of the adult surveys completed as part of the community library needs assessment closely mirror the results of the school surveys. The results of the adult surveys indicate that additional Internet accessible computers, computer usage classes, and a homework center and tutoring and homework assistance services are also top priorities of adult residents of the library service area.

Objective 7.1: Create a computer center for one (1) instructor and thirty (30) students.

Objective 7.2: Increase the number of available Internet accessible computers.

Objective 7.3: Install educational and learning computer software programs for self-learning and curriculum support on the computers in the computer center.

Objective 7.4: Subscribe to online reference tools and databases that can be accessed from the library or from homes, schools, and businesses.

Objective 7.5: Create a homework center that has computers with educational computer software programs that support curriculum, improve basic and advanced learning skills, provide online access to homework assistance tools, and provide Internet access to support school research.

Objective 7.6: Provide Internet accessible computers in the reference area of the library and the children's area of the library to support school research.

Objective 7.7: Provide schools with access to the computer center as a backup during school hours.

Objective 7.8: Host webcasts, distance learning, and other educational programs for teachers and students.

Goal 8: Provide opportunities for adults to engage in lifelong learning and improve individual literacy levels among adults.

The results of the community library needs assessment indicate that the English literacy rates associated with the residents of the library service area are low. An estimated fifty-eight percent (58%) of the residents of the city of Oxnard are not functionally literate according to the 1992 National Adult Literacy Survey. A functionally illiterate individual is at a great disadvantage in our society--lacking the full range of economic, social, and personal options available to individuals functioning at higher literacy levels. These individuals are likely to have difficulty with certain reading, writing, and computational skills considered necessary for functioning successfully in everyday life. When compared to the Ventura County figure of thirty-nine percent (39%), the California figure of forty-six percent (46%), and the national figure of forty-nine percent (49%), the figure of 58% for Oxnard residents is even more alarming. While a specific figure is not available for the library service area, it is estimated that, as in other demographic measurements, the literacy levels of the residents in this area will closely mirror the levels of the residents of the city of Oxnard. The results of the adult Spanish and adult Tagalog (Filipino) surveys completed as part of the community library needs assessment indicate that Hispanic and Asian-American/Pacific Islander residents rank additional English as a Second Language (ESL) materials and literacy classes as top priorities for the new South Oxnard Branch Library. Further, the Hispanic residents of the library service area are being left behind technologically--as evidenced by fifty-four percent (54%) of the adult Spanish surveys (compared to seventeen percent [17%] of the adult English surveys) indicating that there was not a computer in the home and seventy-five percent (75%) of the adult Spanish surveys (compared to fifty-four percent [54%] of the adult English surveys) requesting computer usage classes.

Objective 8.1: Offer basic and advanced computer usage classes.

Objective 8.2: Offer computer software programs related to job skills training (i.e., typing programs).

Objective 8.3: Offer computer-based literacy instruction in the computer center to adults to support family literacy.

Objective 8.4: Collaborate with the Oxnard Adult School and the Hueneme School District to offer programs to help adults study for GED and English as a Second Language (ESL) English and mathematics tests.

Roles

The successful implementation of the library plan of service for the proposed project requires individuals from the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District to work collaboratively and cohesively.

South Oxnard Branch Library

The staff members at the new South Oxnard Branch Library will oversee, supervise, and manage the new library; recruit, screen, hire, train, and supervise new staff members; recruit, screen, train, and supervise new volunteers; introduce library patrons and new library patrons to the variety of materials and the wide range of programs, services, activities, events, and classes that will be available at the new library; conduct community outreach activities; facilitate class visits; and conduct computer usage classes.

Ocean View School District

The administrators in the Ocean View School District will participate in ongoing planning meetings, assist in recruiting staff members for the homework center, provide sets of textbooks for use in the homework center, promote a “library card for all students” campaign, and include the new library in “back to school night.” The teachers in the Ocean View School District will participate in ongoing planning meetings, participate in library orientations for students and parents of students, encourage students and parents of students to use the new library, assist in staffing the homework center, recruit student peer tutors, recruit student peer volunteers, and promote a “library card for all students” campaign. The students that attend schools in the Ocean View School District will participate in library orientations, serve as peer tutors, serve as peer volunteers, and participate in a “library card for all students” campaign. The parents of the students attending schools in the Ocean View School District will also participate in library orientations.

During the summer months, the administrators in the Ocean View School District will transport migrant kindergarten and first grade students from the schools in the district to the new library. The teachers in the Ocean View School District will inform students and parents about the summer literacy programs, literacy services, and children’s reading programs, and coordinate the library visits associated with the migrant parents summer program at the schools in the district. The students attending schools in the Ocean View School District will participate in summer literacy services and children’s reading programs. The students’ parents will participate in summer literacy programs and participate in the library visits associated with the migrant parents’ summer program at the schools in the district.

Hueneme School District

The administrators in the Hueneme School District will participate in ongoing planning meetings, assist in recruiting staff members for the homework center and the computer center, and provide sets of textbooks for use in the homework center. The teachers in the Hueneme School District will participate in ongoing planning meetings, assist with library collection development, coordinate class visits, recruit and recommend students for participation in literacy services, assist in staffing the homework center, encourage students to use the homework center and participate in tutoring and homework

assistance services, assist in staffing the computer center, conduct computer usage classes during school hours, and recruit student peer volunteers. The students who attend schools in the Hueneme School District will participate in class visits, participate in literacy services, use the homework center, participate in tutoring and homework assistance services, and serve as peer volunteers.

Service Indicators

The following service indicators will be used to measure the success of the proposed project and the library plan of service for the proposed project.

1. The new South Oxnard Branch Library will register a minimum of two thousand one hundred eighty-six (2,186) new library patrons each year as measured by library records. This represents a thirty-five (35%) increase from the current level of 1,604 newly registered library patrons each year.
2. The library usage rate at the new South Oxnard Branch Library will be fifty percent (50%) higher than the library usage rate of 73,428 individuals at the existing South Oxnard Center Branch Library during the first year of operation at the new library as measured by library records.
3. The library collection circulation rate at the new South Oxnard Branch Library will be thirty-five percent (35%) higher than the library collection circulation rate of 93,036 circulated items at the existing South Oxnard Center Branch Library during the first year of operation at the new library as measured by library records.
4. The new South Oxnard Branch Library will provide a minimum of one hundred twenty (120) computer usage classes each year as measured by library records. This is a service that is not currently provided.
5. The new South Oxnard Branch Library will provide computer usage classes to a minimum of four hundred (400) adults, young adults, and children each year as measured by library records. This is a service that is not currently provided.
6. The new South Oxnard Branch Library will provide tutoring and homework assistance services to a minimum of two thousand four hundred (2,400) students each year as measured by library records. These are services that are not currently provided.
7. The new South Oxnard Branch Library will provide a minimum of ninety-six (96) “storytime” presentations each year as measured by library records. This represents a significant increase from the current level of eighteen (18) “storytime” presentations each year.

8. The new South Oxnard Branch Library will provide “storytime” services to a minimum of one thousand four hundred forty (1,440) preschoolers and toddlers each year as measured by library records. This represents a significant increase from the current number of one hundred fifty-five (155) preschoolers and toddlers receiving “storytime” services each year.
9. A minimum of ninety percent (90%) of library patrons will report being satisfied or very satisfied with the new South Oxnard Branch Library, as measured by results from surveys, input from community advisory boards, and suggestions from suggestion boxes.

Services to be Provided

The new South Oxnard Branch Library will provide a wide range of services that are specifically designed to meet the identified needs of the residents of the south Oxnard area of the city of Oxnard (the library and project service area). These services include traditional services: orientations to the new library for adults, young adults, and children; Internet accessible computers that have word processing and spreadsheet capabilities; print and other materials in English, Spanish, and Tagalog (Filipino); circulation services; reference services; class visits to the new library; and programs, services, activities, events, and classes for adults, young adults, and children. These services also include non-traditional services: a computer center, a family literacy program, and a homework center.

The new South Oxnard Branch Library will provide a wide range of services that are specifically designed to meet the identified needs of the kindergarten through twelfth grade students of the library service area. These services include quiet study areas [one (1) large study room, four (4) small study rooms, study carrels, and group study tables and chairs located throughout the new library] and Internet accessible computers that have word processing and spreadsheet capabilities. Thirty-nine percent (39%) of the school surveys completed as part of the community library needs assessment indicate a need for additional quiet study areas. Sixty-three percent (63%) of the school surveys indicate a need for additional Internet accessible computers. The services to be provided include a computer center, a family literacy program, and a homework center.

Computer Center

The computer center will provide Internet accessible computers and computer usage classes to residents and students of the library service area. The computer center will be equipped with one (1) instructor's computer workstation and thirty (30) public use computers. These computers will be Internet accessible, will have word processing and spreadsheet capabilities, and will contain specialized computer programs in English and Spanish that will provide tutorials designed to assist users with their computer usage skills. A wide range of computer usage classes for adults and young adults and will be held in the computer center, including: Internet accessibility classes, online researching classes, word processing classes, and other classes related to specific computer programs. Further, online instructional opportunities, such as educational webcasts, distance learning services, and other online instructional interactions, will be available in the computer center. Materials available will be online software programs and manuals. The computer center will be available to library patrons for individual use when computer usage classes are not in session. First priority will be given to computer usage classes between the hours of 9:00 a.m. and 2:00 p.m. on weekdays.

A joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District will provide computer-based English as a Second Language (ESL) and computer-based literacy programs for parents

(including parents who are migrant and seasonal agricultural workers) of students in district schools. This project will significantly expand the level of services provided to this segment of the population and supports the library's efforts to improve both functional literacy for adult residents and family literacy. Further, specialized computer programs will provide these and other interested individuals individualized tutorials designed to assist users with their English language skills and encourage reading books at their reading level utilizing techniques that have proven to be both motivational and successful.

A joint venture project between the new South Oxnard Branch Library and the Hueneme School District will provide teachers and students from the district access to the computer center during school hours. This will allow teachers to conduct computer usage trainings for their students in a class setting and will significantly decrease the high level of demand on the limited number of computers located at area schools. The computers located in the computer center will also be equipped with direct links to individual schools within the Hueneme School District. This will provide students at these schools access to school educational computer programs during non-school hours, which will enhance their ability to complete school assignments.

The computer center will specifically meet the needs of the residents of the library service area. Twenty-six percent (26%) of the adult surveys completed as part of the community library needs assessment indicate that the individual completing the survey lives in a household that does not have a computer. Of those households that do have a computer, eleven percent (11%) does not have Internet accessibility. Sixty percent (60%) of the adult surveys indicate a need for computer usage classes. By providing a computer center that is equipped with a large number of Internet accessible computers, the new library can meet these identified needs.

The computer center will specifically meet the needs of the students attending schools in the library service area. Fifty-two percent (52%) of the school surveys completed as part of the community library needs assessment indicate that students and other individuals affiliated with the schools want the new library to provide computer usage classes for the students in the library service area. Thirty-eight percent (38%) of the school surveys indicate that responders do not have access to a computer in their school. Of those who have access to a computer in their school, four percent (4%) of the school surveys indicate that these computers are not Internet accessible. By providing a computer center that is equipped with a large number of Internet accessible computers--a service that has not yet been provided in south Oxnard--the new library can make great strides in meeting these identified needs.

Staffing

Staffing at the new South Oxnard Branch Library to support the homework center, the computer center and family literacy will consist of employees from the City of Oxnard, the Hueneme School District and the Ocean View School District as outlined in the

cooperative agreements between these districts and the City of Oxnard. These positions include:

City of Oxnard Staffing:

<u>Number</u>	<u>Classification</u>
1	Branch Manager
1	Children's Librarian I/II
1	Librarian I/II
4-6	Homework teachers, assistants, student workers

Hueneme School District Staffing

<u>Number</u>	<u>Classification</u>
As needed	Certified Teachers (10-100)
2	Trainers (certified teachers)
Paid temporary	
2	Trainers (certified teachers)

Ocean View School District Staffing

<u>Number</u>	<u>Classification</u>
1	Teacher (trainer)
1	Migrant Education Teacher
1	Bus Driver

In the homework center, the library will recruit student peer volunteers to tutor students in lower grades. An incentive program will be provided to recognize these volunteers in a public ceremony at the school and at the South Oxnard Branch Library. Adult volunteers will also be recruited for tutoring adults one-on-one, and they will be recognized at the library's annual volunteer program.

Computer Center Implementation Plan

The following is the implementation plan for the computer center:

<u>Implementation Activity</u>	<u>Date</u>
Grand Opening New South Oxnard Branch Library	April 2006
Open Computer Center	April 2006
Recruit, Screen, Hire, and Train Computer Center Staff	May 2006
Begin Providing Computer Usage Classes	June 2006
Computer Links with Schools Operational	September 2006
Begin Providing Online Instruction	November 2006

Family Literacy Program

The family literacy program--a joint venture project between the Oxnard Public Library, the new South Oxnard Branch Library, the Ocean View School District, the Hueneme

School District, Oxnard College, Oxnard Adult School, Laubach Literacy of Ventura County, and local businesses--will provide literacy activities for adults, young adults, and children in a welcoming, relaxing, non-threatening, and friendly environment. The program will promote language development, reading, and parental involvement. It will provide a wide range of English as a Second Language (ESL) and literacy materials and services to the residents and students of the library service area. These materials include a variety of print (Laubach literacy materials), multimedia, and electronic materials as well as bilingual (English and Spanish) books for parents and students to check out and read together. Also available will be bilingual (English and Spanish) books and materials for parents and students with limited English proficiency that encourage communication in English by generating dialog on culturally relevant topics. These materials will also include high interest, low vocabulary reading materials for new adult readers. These services include online literacy activities; Spanish computer usage classes; computer-based English as a Second Language (ESL), literacy programs and tutorials; individual and group English as a Second Language (ESL); and literacy tutoring. English as a Second Language (ESL) and literacy materials will be available during regular library hours; however, individual and group tutoring will be held by appointment to accommodate the needs and schedules of both the tutor and the individual(s) being tutored.

The family literacy program will specifically meet the needs of the residents of the library service area. The results of the community library needs assessment indicate that the south Oxnard area (the library and project service area) is an educationally disadvantaged area. While only 20.92% of the residents (6.99% of the Hispanic residents) in this area have a college degree, 35.81% of the residents (68.28% of the Hispanic residents) do not have a high school diploma. The results of the community library needs assessment also indicate that the English literacy rates associated with residents of the library service area are low. An estimated fifty-eight percent (58%) of the residents of the city of Oxnard are not functionally literate according to the 1992 National Adult Literacy Survey. An individual not functionally literate is at a great disadvantage in our society--lacking the full range of economic, social, and personal options available to individuals functioning at higher literacy levels. These individuals are likely to have difficulty with certain reading, writing, and computational skills considered necessary for functioning successfully in everyday life. When compared to the Ventura County figure of thirty-nine percent (39%), the California figure of forty-six percent (46%), and the national figure of forty-nine percent (49%), the figure of 58% for Oxnard residents is even more alarming. While a specific figure is not available for the library service area, it is estimated that, as in other demographic measurements, the literacy levels of the residents in this area will closely mirror the levels of the residents of the city of Oxnard. English language comprehension rates associated with these residents are also low. While 58.10% of these residents communicate in a primary language other than English, 55.43% of this 58.10% feel that they neither speak English "very well" nor communicate "well" in English. Further, while 82.89% of these Hispanic residents communicate in a primary language other than English, 58.32% of this 82.89% feel that they neither speak English "very well" nor communicate "well" in English. The results of the adult Spanish and adult Tagalog (Filipino) surveys

completed as part of the community library needs assessment indicate that Hispanic and Asian-American/Pacific Islander residents rank additional English as a Second Language (ESL) materials and literacy classes as top priorities for the new South Oxnard Branch Library. Further, the Hispanic residents of the library service area are being left behind technologically--as evidenced by fifty-four percent (54%) of the adult Spanish surveys (compared to seventeen percent [17%] of the adult English surveys) indicating that there was no computer in the home and seventy-five percent (75%) of the adult Spanish surveys (compared to fifty-four percent [54%] of the adult English surveys) requesting computer usage classes.

The family literacy program will specifically meet the needs of students who attend schools located in the library service area. These 18,030 students are primarily Hispanic (77.1%), 9.1% are white, 8.5% Asian-American/Pacific Islander, 1.8% African-American, and 3.5% other ethnicities. Forty-four percent (44%) of these students are classified as English Learner (EL) students (the majority are Spanish speaking). Further, a large number of these students live in linguistically isolated households (primarily Spanish speaking) or live in households where the individuals communicate in a language other than English (primarily Spanish). By providing a family literacy program that targets adults, young adults, and children--a service that has not yet been provided in south Oxnard--the new library, in partnership with schools and community organizations, can also make great strides in meeting these identified needs.

Family Literacy Program Implementation Plan

The following is the implementation plan for the family literacy program:

<u>Implementation Activity</u>	<u>Date</u>
Develop Partnerships with Other Literacy Providers	January 2004
Facilitate Planning Meetings with Schools and Other Literacy Providers	January 2004
Publicize Family Literacy Program	January 2005
Acquire Literacy Materials	January 2006
Conduct Library Staff and Teacher Trainings	January 2006
Recruit and Screen Volunteers	January 2006
Conduct Volunteer Trainings	March 2006
Grand Opening New South Oxnard Branch Library	April 2006
Begin Migrant Parent/Student Family Literacy Program	June 2006
Begin Family Literacy Program	September 2006

Homework Center

The homework center--a joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District--will provide tutoring and homework assistance services to the students of the library service area. The homework center will be equipped with one (1) table that can accommodate six (6)

chairs, three (3) tutoring study carrels, and five (5) computers. The computers will be Internet accessible and will have word processing and spreadsheet capabilities. The computers will also be equipped with specialized computer programs that will provide tutorials designed to assist students with their schoolwork and homework such as *tutor.com* and *homework.com* while improving their basic and advanced learning skills. A complete set of current textbooks from the school districts, as well as student reference books and materials and other materials that support curriculum, will be available in the homework center. The homework center will be staffed by a bilingual (English and Spanish) instructor who will be able to tutor students, assist students with their homework, and assist students with the computers and the various computer programs. The homework center will provide tutoring and individual and group homework assistance while providing students with the opportunity to use computers to prepare reports and improve learning skills. The homework center will also provide study skills classes for both students and their parents. This will enable parents to more appropriately assist their children with homework. The homework center will be open on Monday, Tuesday, Wednesday, and Thursday from 4:00 p.m. to 7:00 p.m.; on Friday from 3:00 p.m. to 5:00 p.m.; and Saturday from 9:00 a.m. to 2:00 p.m. This will ensure that quiet study areas and tutoring and homework assistance services are available when they are most needed--during weeknight and weekend hours--as these are the times when the majority of students do their homework and when the school libraries are not open to accommodate their students.

The homework center will specifically meet the needs of students that attend the schools located in the library service area. These 18,030 students are primarily Hispanic (77.1%), 9.1% are white, 8.5% Asian-American/Pacific Islander, 1.8% African-American, and 3.5% other ethnicities. Forty-four percent (44%) of these students are classified as English Learner (EL) students (the majority are Spanish speaking). Forty percent (40%) of the school surveys completed as part of the community library needs assessment indicate that students and other individuals affiliated with the schools want the new library to provide tutoring and homework assistance services for students in the library service area. The new library, in partnership with schools, can make great strides in meeting these identified needs, as the homework center will be equipped with computers and staffed by a bilingual (English and Spanish) instructor who can assist students with their schoolwork, homework, and in the use of these computers--a service that has not yet been provided in south Oxnard.

Homework Center Implementation Plan

The following is the implementation plan for the homework center:

<u>Implementation Activity</u>	<u>Date</u>
Begin Selecting Materials for Homework Center	January 2005
Begin Acquiring Materials for Homework Center	January 2005
Grand Opening New South Oxnard Branch Library	April 2006
Open Homework Center	April 2006

Recruit, Screen, and Hire Homework Center Staff
Train Homework Center Staff
Begin Providing Tutoring and Homework Assistance Services
Begin Conducting Study Skills Classes

August 2006
September 2006
September 2006
October 2006

Coordination with Oxnard Public Library Comprehensive Library Plan of Service

The proposed project and the library plan of service for the proposed project will fulfill goals set forth in the Oxnard Public Library's comprehensive library plan of service for the city of Oxnard. The following is a list of the strategies, goals, and objectives of the comprehensive library plan of service:

Strategy 1: Maintain a community focus as the community undergoes rapid social and economic change.

To best gauge community needs for library services and programs, the Oxnard Public Library will continually solicit feedback and opinions from all Oxnard Public Library stakeholders, including users, non-users, community groups, school administrators, teachers, students, and City of Oxnard representatives. Existing and traditional services will be reviewed and new services developed based on proven methods of successful libraries and schools.

Goal 1.1: Obtain and assess continuous feedback from the community about Oxnard Public Library services and programs.

Objective 1.1.1: Conduct formal and informal discussion sessions with library staff, library board of trustees, Oxnard Friends of the Library, volunteers, and residents.

Objective 1.1.2: Conduct formal and informal discussion sessions with college, school district, and school administrators, teachers, students, and parents.

Goal 1.2: Make and maintain contacts with community organizations.

Objective 1.2.1: Designate staff liaison(s) to communicate library issues between colleges, school districts, schools, community organizations and the library.

Objective 1.2.2: Focus outreach activities on schools, groups, and organizations that will benefit most from library services and programs.

Objective 1.2.3: Enlist the assistance of parent-teacher associations and local service clubs as allies to help the library meet its goals.

Goal 1.3: Develop partnerships with educational institutions and businesses.

Objective 1.3.1: Develop cooperative activities with schools; Oxnard College; California State University, Channel Islands; California Lutheran University and other colleges and universities by identifying shared issues,

concerns, opportunities for collection development, and access to resources.

Objective 1.3.2: Strengthen relationships with librarians and teachers at high schools, junior high/intermediate schools, and elementary schools by developing complementary collections and programs that support curriculum.

Objective 1.3.3: Develop strategic partnerships with governmental agencies, area businesses, and community organizations.

Strategy 2: Enhance and support technology-based services and electronic information resources.

Universal access to information is a vital component of the Oxnard Public Library's vision. Access to information resources will be available to every Oxnard Public Library user, whether in an Oxnard Public Library facility or at a remote location.

Goal 2.1: Evaluate and implement access to electronic information resources.

Objective 2.1.1: Select electronic information resources that can be accessed from users' homes and businesses.

Objective 2.1.2: Establish a basis for balancing print and electronic resources and prepare for future usage of electronic resources.

Goal 2.2: Upgrade and enhance the Oxnard Public Library's computer system.

Objective 2.2.1: Upgrade the computer system with relevant technology to facilitate teachers and students to:

- Link with school district and school websites from the library to support homework assignments.
- Search the library catalog from computers at their school via the Internet and the library's web catalog.
- Place requests over the Internet to library staff to place a hold, request an inter-library loan item, provide suggestions, ask questions, ask for a literature search, request staff purchase material, and to update personal registration information.

- Access bibliographies on items of special interest to support school topics of study, such as missions, science experiments, and famous Americans.
- Search the catalogs of other libraries in the region, including: school libraries, college libraries, university libraries, and other public libraries.
- Remotely access library digital databases and reference resources from home to support school assignments.
- Establish personal lists of favorite authors that generate e-mail notifications when the library acquires new titles by these authors.

Objective 2.2.2: Track trends in technology and purchase computer hardware and software that enhance library services.

Goal 2.3: Develop a long-range strategic plan for technology.

Objective 2.3.1: Define issues related to implementing technologies that support current and future library services.

Strategy 3: Provide services, resources, and programs that celebrate the diversity of the community.

The Oxnard Public Library will meet the needs of its diverse community. The Oxnard Public Library's focus in this area will include multicultural programming, multilingual computer access, and expansion of the foreign language collection to reflect the various languages of the community, and ready assistance for non-English speakers.

Goal 3.1: Provide programming that reflects the diverse cultures and heritage of the community.

Objective 3.1.1: Offer programs based on input from library patrons, community organizations, and community groups by identifying sources for programs, presenters, and performers.

Objective 3.1.2: Create awareness of the library as a cultural center that fosters diversity by actively promoting and publicizing library-sponsored multicultural programs.

Goal 3.2: Provide multilingual access to electronic information resources.

Objective 3.2.1: Acquire, implement, and support electronic information resources by selecting products and resources with multilingual capabilities.

Goal 3.3: Expand multilingual, culturally diverse resources in all Oxnard Public Library collections.

Objective 3.3.1: Acquire multilingual products by partnering with other public libraries and with university, college, and school libraries that have expertise in serving multicultural communities.

Objective 3.3.2: Expand underdeveloped multilingual collections by requesting input and involvement from community organizations and community groups.

Goal 3.4: Ensure that all users can easily communicate requests for assistance or information at any Oxnard Public Library facility.

Objective 3.4.1: Provide bilingual/multilingual staff.

Objective 3.4.2: Provide staff with staff development opportunities to acquire additional language skills.

Strategy 4: Make the Oxnard Public Library a teaching and learning organization capable of responding to new service demands.

The Oxnard Public Library will take an active role in promoting literacy, including computer literacy, as well as fundamental reading and writing skills. The Oxnard Public Library will be a non-judgmental, neutral location for acquiring, practicing, and perfecting these literacy skills. The Oxnard Public Library will foster an environment of intellectual stimulation that encourages critical and creative thinking.

Goal 4.1: Advocate and foster electronic literacy in the community.

Objective 4.1.1: Provide computer usage classes that will improve user confidence in and comfort with library technology.

Objective 4.1.2: Adapt to new service needs by increasing the purchase of innovative technology and electronic resources that support the library and school curricula.

Goal 4.2: Advocate and foster basic literacy in the community.

Objective 4.2.1: Develop and implement family literacy programs in the library by introducing new readers, including: students, parents, and caregivers to library resources.

Objective 4.2.2: Identify and collaborate with other community organizations involved with literacy by maximizing outreach and minimizing duplication of services.

Goal 4.3: Develop staff skills in technology and user services.

Objective 4.3.1: Ensure that all staff members have the computer skills to appropriately assist library patrons.

Objective 4.3.2: Improve staff computer skills by providing remedial, basic, and advanced computer training.

Objective 4.3.3: Improve customer service skills by providing appropriate trainings, including cultural sensitivity trainings.

Objective 4.3.4: Implement periodic trainings for staff to master new technology.

Objective 4.3.5: Update staff members on library policies, practices, and procedures.

Strategy 5: Evaluate the Oxnard Public Library environment and the need for additional hours and facilities.

To create a welcoming and comfortable environment, barriers separating staff from Oxnard Public Library users will be removed. The Oxnard Public Library will develop a plan to utilize space efficiently to create areas such as quiet rooms, coffee lounges, and group Internet workstations.

The need for additional Oxnard Public Library hours will be investigated to reflect community surveys. The feasibility of new Oxnard Public Library branches and joint use of facilities, where branches share buildings with other City of Oxnard agencies and schools, will also be investigated, especially as the city of Oxnard grows and development occurs in areas underserved by the Oxnard Public Library.

Goal 5.1: Provide a welcoming and comfortable environment for all Oxnard Public Library users.

Objective 5.1.1: Improve space utilization, layout, lighting, and signage in all library facilities by conducting both professional assessments and informal surveys of current space usage and implementing recommendations.

Objective 5.1.2: Increase the number of contact points between staff and library patrons without compromising staff security by removing physical barriers.

Goal 5.2: Provide additional days and hours of service tailored to community needs and explore innovative service alternatives.

Objective 5.2.1: Open the main library seven (7) days per week to meet community needs.

Goal 5.3: Assess the need for new, expanded, and shared facilities based on community growth and changes.

Objective 5.3.1: Determine the need for new branch libraries by conducting a feasibility study on projected community growth and development.

Objective 5.3.2: Enlarge and/or replace the existing branch libraries in south Oxnard and Colonia to meet the changing needs of these communities.

Objective 5.3.3: Identify possible opportunities for sharing facilities with other governmental agencies to reduce land acquisition and construction costs.

Goal 5.4: Build new library facilities in the community.

Objective 5.4.1: Identify ideal locations for new branch libraries and identify funding sources for the construction of these new branch libraries.

Strategy 6: Develop a marketing strategy to create an awareness of Oxnard Public Library resources and events.

To encourage Oxnard Public Library usage and program participation, staff will explore new avenues for advertising by working with the City of Oxnard's public information officer. The community will be made aware of the Oxnard Public Library as a valuable resource for its educational, informational, and recreational needs.

Goal 6.1: Heighten awareness of the Oxnard Public Library through a public relations/marketing program.

Objective 6.1.1: Develop and maintain a public relations plan that publicizes library programs, services, and activities by working with the city's public information officer.

Objective 6.1.2: Develop staff resources for disseminating information about the library by working with the city's public information officer.

Objective 6.1.3: Establish a library speaker list to be distributed to local organizations and clubs.

Goal 6.2: Participate in the preservation and celebration of local history.

Objective 6.2.1: Develop and participate in programs that observe city and library centennials in 2003 and 2007, respectively, by coordinating these programs with a library awareness program.

Objective 6.2.2: Affirm the role of the library as a resource for and participant in local historical preservation by identifying and assisting local historians in developing special materials for city and library centennials.

The proposed project and the library plan of service for the proposed project will fulfill aspects of the Oxnard Public Library's comprehensive library plan of service for the city of Oxnard and improve public library services for the residents of the south Oxnard area (the library and project service area) by: increasing hours of operation; by providing much-needed and much-requested materials (additional children's books, adult and children's Spanish books, and music compact discs); by providing much-needed and much-requested services (additional Internet accessible computers, computer usage classes, and tutoring and homework assistance services); by improving functional literacy among adults by increasing the availability of English as a Second Language (ESL) materials and by providing literacy classes; by providing quiet study areas for students; by maintaining existing partnerships and building new ones with governmental agencies, school districts, school representatives (administrators, teachers, students, and parents), and community organizations; and by applying for this grant to build a new facility in South Oxnard.

Technology Executive Summary

The results of the 2002 community library needs assessment indicate that the residents of the south Oxnard area (the library and project service area) want additional library services--particularly additional library services associated with technology and the use of technology--in their community. The library plan of service for the proposed project, which builds on the results of the needs assessment, implements these much-needed and much-requested services and relies heavily on technology to integrate, support, and extend the delivery of library services to the residents of the library service area.

The new South Oxnard Branch Library will have a completely integrated technology system. The system will support traditional library services, including allowing library patrons to locate, retrieve, and check out materials from the library collection. The system will also support non-traditional library patron services, including: allowing library patrons to access a wide range of materials and resources via the Internet, such as online catalogs of print and multimedia collections; online digitized databases of print, multimedia, and graphic collections; online reference services; and online material and resource requests. The integrated technology system will allow the new library to support the educational, lifelong learning, and recreational activities of the residents and students of the library service area. The system will be particularly beneficial to the estimated forty percent (40%) of the households located in the library service area considered to be linguistically isolated (the majority are Spanish speaking) because the new library will be providing a Spanish version of its online catalogs of print and multimedia collections. The South Oxnard Branch Library website, which will be hosted on a server located at the new South Oxnard Branch Library, will provide area residents who have Internet accessible computers in their home or business, the opportunity to engage in online activities via the website. These activities include orienting library patrons to the new library, its variety of materials, and its wide range of programs, services, activities, events, and classes; reserving specific materials; reserving specific services, such as Internet accessible computers and study rooms; and enrolling in programs, activities, events, and classes that will be held at the library via the website.

The new South Oxnard Branch Library will be equipped with forty-five (45) Internet accessible public computers. The Internet accessible computers will meet a need specifically identified in the community library needs assessment: the residents of the library service area want the new library to provide more Internet accessible computers for public use as indicated by fifty-three percent (53%) of the adult English surveys, thirty-four percent (34%) of the adult Spanish surveys, fifty-five percent (55%) of the adult Tagalog (Filipino) surveys, and sixty-three percent (63%) of the school surveys. Further, the Internet accessible computers will provide access to electronic information to the significant number of library service area residents who do not have access to a computer in their home and to students who do not have access to a computer in their school. Twenty-six percent (26%) of the adult surveys (fifty-three percent [53%] of the adult Spanish surveys) indicate that the responders do not have access to a computer in their home. Of those who have access to a computer in their home, eleven percent (11%) of the adult English surveys and fourteen percent (14%) of the adult Spanish

surveys indicate that these computers are not Internet accessible. Thirty-eight percent (38%) of the school surveys indicate that the responders do not have access to a computer in their school. Of those who have access to a computer in their school, four percent (4%) indicate that these computers are not Internet accessible.

The computer center will be equipped with one (1) instructor's computer and thirty (30) public use computers. The computer center will meet a need specifically identified in the community library needs assessment--sixty percent (60%) of the adult surveys completed indicate the need for computer usage classes at the new library. The computer center will also significantly expand the level of educational support services available to students in the library service area. These students, many of whom are classified as English Learner (EL) students and the majority of whom are Spanish speaking, will have extensive computer usage classes available to them during non-school hours. A joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District will provide computer-based English as a Second Language (ESL) and computer-based literacy programs for parents (including parents that are migrant and seasonal agricultural workers) of students who attend schools in the district. This project will significantly expand the level of services provided to this segment of the population and supports the library's efforts to improve both functional literacy for adult residents and family literacy. A joint venture project between the new South Oxnard Branch Library and the Hueneme School District will provide teachers and students from the district access to the computer center during school hours. This will allow teachers to conduct computer usage trainings for their students in a class setting and significantly decrease the high demand on the limited number of computers located at the individual schools.

The homework center--a joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District--will be equipped with five (5) public use computers. The homework center will meet a need specifically identified in the community library needs assessment. Forty-one percent (41%) of the adult surveys completed as part of the needs assessment indicate the need for tutoring and homework assistance services at the new library. The homework center will also significantly expand the level of educational support services available to students in kindergarten through twelfth grade in the library service area. These students, many of whom are classified as English Learner (EL) students and the majority of whom are Spanish speaking, will have extensive tutoring and homework assistance services available to them during non-school hours.

These technology programs will be implemented in the first year of operation of the library. During construction, the library and City staff will work with contractor to ensure that the infrastructure for information technology is incorporated. In April 2006, the complete integrated technology systems of the new South Oxnard Branch Library will be installed. The implementation of the computer center, family literacy program, and homework center will be completed by November 2006 in cooperation with the school districts, and based on the timelines agreed upon with the districts.

Technology

The results of the community library needs assessment indicate that the residents of the south Oxnard area (the library and project service area) want additional library services--particularly additional library services associated with technology and the usage of technology--in their community. The library plan of service for the proposed project, which builds on the results of the 2002 needs assessment, provides these much-needed and much-requested services and relies heavily on technology to integrate, support, and extend the delivery of library services to the residents of the library service area.

The new South Oxnard Branch Library will have a completely integrated technology system. The system will support traditional library patron services, including: allowing library patrons to locate, retrieve, and check out materials from the library collection. The system will also support non-traditional library patron services, including: allowing library patrons to access a wide range of materials and resources via the Internet, such as online catalogs of print and multimedia collections; online digitized databases of print, multimedia, and graphic collections; online reference services; and online material and resource requests.

The integrated technology system will allow the new library to support the educational, lifelong learning, and recreational activities of residents and students of the library service area. The system will be particularly beneficial to the estimated forty percent (40%) of households located in the library service area considered to be linguistically isolated (the majority are Spanish speaking) because the new library will be providing a Spanish version of its online catalogs of print and multimedia collections.

South Oxnard Branch Library Website

The South Oxnard Branch Library website, which will be hosted on a server located at the new South Oxnard Branch Library, will provide residents who have Internet accessible computers in their home or business the opportunity to engage in online activities via the website. These activities include orienting library patrons to the new library, its variety of materials, and its wide range of programs, services, activities, events, and classes; reserving specific materials; reserving specific services, such as Internet accessible computers and study rooms; and enrolling in programs, services, activities, events, and classes that will be held at the new library or via the website. The website will be provided in English and Spanish languages and will comply with the Rehabilitation Act of 1973 (Sections 504 and 508) and the Telecommunications Act (Section 255) by employing standards established in the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C).

Internet Accessible Computers

The new South Oxnard Branch Library will be equipped with forty-seven (47) Internet accessible public use computers. The computers, available for public use on a sign-up

basis, will be located in the juvenile collection and reading area, the reference collection and reading area, the homework center, and the computer center. The computers located in the computer center will be available when computer usage classes are not in session. The computers will not only be Internet accessible but will also have word processing and spreadsheet capabilities and will be equipped with a wide range of English and Spanish computer software programs that will specifically meet the identified personal and professional needs of the community, including: (1) educational programs that provide tutorials for individual-paced learning; (2) computerized encyclopedias and other reference tools; (3) job skills training programs, such as typing programs; and (4) business plan development programs.

The Internet accessible computers will meet a need specifically identified in the community library needs assessment. The results of the needs assessment indicate that the residents of the library service area want the new library to provide additional Internet accessible computers for public use as indicated by fifty-three percent (53%) of the adult English surveys, thirty-four percent (34%) of the adult Spanish surveys, fifty-five percent (55%) of the adult Tagalog (Filipino) surveys, and sixty-three percent (63%) of the school surveys. Further, the Internet accessible computers will provide access to electronic information to the significant number of library service area residents who do not have access to a computer in their home and to students who do not have access to a computer in their school. Twenty-six percent (26%) of the adult surveys (fifty-three percent [53%] of the adult Spanish surveys) indicate that the responders do not have access to a computer in their home. Of those who have access to a computer in their home, eleven percent (11%) of the adult English surveys and fourteen percent (14%) of the adult Spanish surveys indicate that these computers are not Internet accessible. Thirty-eight percent (38%) of the school surveys indicate that the responders do not have access to a computer in their school. Of those who have access to a computer in their school, four percent (4%) of the school surveys indicate that these computers are not Internet accessible.

Computer Center

The computer center will be equipped with one (1) instructor's computer workstation and thirty (30) public use computers. These computers will be Internet accessible, will have word processing and spreadsheet capabilities, and will contain specialized computer programs that will provide tutorials designed to assist users with their computer usage skills. A wide range of computer usage classes for adults and young adults will be held in the computer center, including: Internet accessibility classes, online researching classes, word processing classes, and other classes related to specific computer programs. Further, online instructional opportunities, such as educational webcasts, distance learning services, and other online instructional interactions will be available in the computer center. Access to the Oxnard College education chat room will also be supported.

The computer center will meet a need specifically identified in the community library needs assessment. Sixty percent (60%) of the adult surveys that were completed as

part of the needs assessment indicate the need for computer usage classes at the new library. The computer center will also significantly expand the level of educational support services available to students in the library service area. These students--many of whom are classified as English Learner (EL) students (the majority are Spanish speaking)--will have extensive computer usage classes available to them during non-school hours.

A joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District will provide computer-based English as a Second Language (ESL) and computer-based literacy programs for parents, including parents that are migrant and seasonal agricultural workers, of the students that attend the schools in the district. This project will significantly expand the level of services provided to this segment of the population and supports the library's efforts to improve both functional literacy among adult residents of the community and family literacy in the community. Further, specialized computer programs will provide these and other interested individuals with individualized tutorials designed to assist users with their English language skills and encourage reading books at their reading level utilizing techniques that have proven to be both motivational and successful.

A joint venture project between the new South Oxnard Branch Library and the Hueneme School District will provide teachers and students from the district with access to the computer center during school hours. This will allow teachers to conduct computer usage trainings for their students in a class setting and will significantly decrease the high level of demand on the limited number of computers that are located at the individual schools. The computers that will be located in the computer center will also be equipped with direct links to individual schools within the Hueneme School District. This will provide students at these schools with access to school educational computer programs during non-school hours, which will enhance their ability to complete school assignments.

Homework Center

The homework center--a joint venture project between the new South Oxnard Branch Library, the Ocean View School District, and the Hueneme School District--will be equipped with five (5) public use computers. These computers will be Internet accessible (with Internet filters), will have word processing and spreadsheet capabilities, and will contain specialized computer programs that will provide tutorials designed to assist students with their schoolwork and homework while improving their basic and advanced learning skills. These specialized computer programs include educational programs that will support curriculum and educational and learning programs such as the *Success Maker* program that assists students in improving basic reading, writing, mathematics, science, and social studies skills. A bilingual (English and Spanish) instructor will staff the homework center and will be able to provide tutoring and homework assistance services to students.

The homework center will meet a need specifically identified in the community library needs assessment. Forty-one percent (41%) of the adult surveys completed as part of the needs assessment indicate the need for tutoring and homework assistance services at the new library. The homework center will also significantly expand the level of educational support services available to students in kindergarten through twelfth grade in the library service area. These students--many of whom are classified as English Learner (EL) students (the majority are Spanish speaking)--will have extensive tutoring and homework assistance services available to them during non-school hours.

Computerized Print Management Stations

The new South Oxnard Branch Library will be equipped with four (4) computerized print management stations that will each be attached to a black and white laser printer. All of the computers located in the new library will be networked to one of these computerized print management stations. These computerized print management stations will be strategically located throughout the library to ensure that all users have easy access and the ability to print documents from the computer that they are using.

Implementation of Technology

These technology programs will be implemented in the first year of operation of the library. During construction, the library and City staff will work with contractor to ensure that the infrastructure for information technology is incorporated. In April 2006, the complete integrated technology systems of the new South Oxnard Branch Library will be installed. The implementation of the computer center, family literacy program, and homework center will be completed by November 2006 in cooperation with the school districts, and based on the timelines listed below.

The following is the implementation plan for the homework center:

<u>Implementation Activity</u>	<u>Date</u>
Begin Selecting Materials for Homework Center	January 2005
Begin Acquiring Materials for Homework Center	January 2005
Grand Opening New South Oxnard Branch Library	April 2006
Open Homework Center	April 2006
Recruit, Screen, and Hire Homework Center Staff	August 2006
Train Homework Center Staff	September 2006
Begin Providing Tutoring and Homework Assistance Services	September 2006
Begin Conducting Study Skills Classes	October 2006

The following is the implementation plan for the family literacy program:

<u>Implementation Activity</u>	<u>Date</u>
Develop Partnerships with Other Literacy Providers	January 2004

Facilitate Planning Meetings with Schools and Other Literacy Providers	January 2004
Publicize Family Literacy Program	January 2005
Acquire Literacy Materials	January 2006
Conduct Library Staff and Teacher Trainings	January 2006
Recruit and Screen Volunteers	January 2006
Conduct Volunteer Trainings	March 2006
Grand Opening New South Oxnard Branch Library	April 2006
Begin Migrant Parent/Student Family Literacy Program	June 2006
Begin Family Literacy Program	September 2006

The following is the implementation plan for the computer center:

<u>Implementation Activity</u>	<u>Date</u>
Grand Opening New South Oxnard Branch Library	April 2006
Open Computer Center	April 2006
Recruit, Screen, Hire, and Train Computer Center Staff	May 2006
Begin Providing Computer Usage Classes	June 2006
Computer Links with Schools Operational	September 2006
Begin Providing Online Instruction	November 2006